



TIMELINES FOR CORRECTION

Timelines for correction of non-compliance

- 30 Denial of FAPE (must be corrected in 30 days)**
- 60 Non-compliant and problematic (must be corrected in 60 days)**
- NA Items that cannot be corrected without a time-traveling machine.**

Timelines:

- NA A. 8/1/2010 and later only: Initial evaluations were completed within 60 days of date parental consent was received.**
Post monitoring evidence will be required.
- NA B. 8/1/2010 and later only: Initial IEP was conducted within 30 days of the initial ER.**
Post monitoring evidence will be required.
- 60 C. The student is reevaluated every three years OR the parents and the school district agreed that a reevaluation was unnecessary**
Correction: Reevaluate through ER or use IEP process for team to document unnecessary.
- 30 D. IEP is reviewed every twelve months**
Correction: Conduct annual IEP meeting (not IEP Amendment) if the student does not have a current IEP

Special education record includes:

- NA A. Is this an Initial Evaluation?**
Post monitoring evidence will be required.
- 60 B. Access log**
Correction: Letter of Assurance that Access Log has been placed in student record.
- 30 C. Information about this student only**
Correction: Letter of Assurance that other student information has been removed.
- 60 D. Evaluation Data (summaries of assessments, test protocols, et. al.)**
Correction: Letter of Assurance that data has been placed in record.
- 60 E. Progress Reports sent to parents**
Correction: Send progress reports for most recent reporting period.

REFERRAL includes:

- 60 A. Regular education interventions tried**
Correction: Reconstruct, send copy to OPI
- 60 B. Specific reasons for the referral**
Correction: Reconstruct, send copy to OPI
- NA C. Signature of person making referral**
Post monitoring evidence will be required.
- NA D. Parent signed as the referring person**
Post monitoring evidence will be required.

60 Referral not in document.
Correction: Reconstruct the referral

EVALUATION PLAN includes:

- NA A. Why the student is being evaluated
Post monitoring evidence will be required.
- 30 B. A parent signature for permission
Correction: Obtain permission/Provide documentation
- 30 C. If written permission was not obtained for reevaluation, no documentation of attempts
Correction: Obtain permission/Provide documentation of attempts
- 30 D. The Evaluation Plan was provided in the parents' native language
Correction: Letter of Assurance that parent has been informed of rights in native language.
- NA The Evaluation Plan was not in the file.
Post monitoring evidence will be required.

EVALUATION REPORT includes:

- 30 A. Parent comments
Correction: Evaluation Report Addendum or New Evaluation meeting.
- 30 B. Current classroom-based assessments (CBA)
Correction: Conduct ER meeting with all required components.
- 30 C. CBA includes the student's involvement and progress in the general curriculum
Correction: Conduct ER meeting with all required components.
- 30 D. Observations by teachers and/or related services providers
Correction: Conduct ER meeting with all required components.
- 30 E. All assessments marked on Evaluation Plan were conducted
Correction: Complete assessment, reconvene ER and, if necessary, amend or develop a new IEP.
- NA F. Only assessments marked on the Evaluation Plan were conducted
Post monitoring evidence will be required.
- 30 G. Implications for educational planning for all assessment areas
Correction: Conduct ER meeting with all required components.
- 30 H. (Initial ER) - Disability criteria
Correction: Conduct ER meeting with all required components.
- 30 I. Need for special education and related services
Correction: Conduct ER meeting with all required components.
- 30 J. (Initial ER) - The results of assessments in all areas related to the suspected disability
Correction: Conduct ER meeting with all required components.

Evaluation Report includes:

- 30 K1-K2. Parent(s) signature(s) or records of attempts to arrange a mutually agreed on time/place.
Correction: Conduct ER meeting with all required members or document new attempts to have parent attend.
- 30 K3. Student
Correction: Conduct ER meeting with all required members.
- 30 K4. Administrator
Correction: Conduct ER meeting with all required members.

- 30 K5. Regular education teacher
Correction: Conduct ER meeting with all required members.
- 30 K6. Special education teacher or Speech and language pathologist
Correction: Conduct ER meeting with all required members
- 30 K7. Teacher or specialist with knowledge in the area of suspected disability
Correction: Conduct ER meeting with all required members

REQUIRED FOR <u>INITIAL</u> ER MEETING	AU	CD	DB	DE	ED	HI	LD	SI	TBI
School Psychologist	X	X			X		X		X
Speech-language Pathologist	X		X	X or X		X or X		X	X
Audiologist									

IEP includes:

- NA A. IEP was in effect at the beginning of the school year
Post monitoring evidence will be required.
- 60 B. Comments from the parents
Correction: IEP Amendment or new IEP meeting.
Consideration of:
Correction: IEP Amendment or new IEP meeting.
- 60 C1. Whether student behavior impedes learning
- 60 C2. Communication needs
- 60 C3. Assistive technology devices/services
- 60 C4. Limited English Proficiency
- 30 C5. If any item in C-F is checked “Yes,” the need is addressed in the IEP
Correction: IEP Amendment or new IEP meeting.
- 30 For student who is blind or visually impaired, consideration of:
- D1. Orientation and mobility = Yes ___ or No ___ (If Yes, training must be in IEP)
- D2. Instruction in Braille = Yes ___ or No ___ (If No, minutes must say “Why not”)
Correction: IEP Amendment or new IEP meeting.
Present level of academic achievement and functional performance (PLAAFP)
- 30 E1. PLAAFP is present (if no, proceed to next item)
- 60 E2. Describes academic performance (knowledge: qualitative and quantitative)
- 60 E3. Describes functional performance (ability to apply knowledge)
- 60 E4. Describes how the disability affects involvement and progress in the regular curriculum or for preschool students, involvement in appropriate activities
Correction: IEP Amendment or new IEP meeting.
Measurable annual goals (MAG)
- 30 F1. MAG is present (if no, proceed to next item)
- 60 F2. Is aligned with PLAAFP (meets needs identified in PLAAFP)
- 60 F3. Describes expected level of performance
- 60 F4. Includes how performance will be measured
- 60 F5. MAG addresses enabling the child to be involved in and make progress in the regular curriculum or, for preschool children, to participate in appropriate activities
Correction: IEP Amendment or new IEP meeting.
COMPLETE THIS ITEM ONLY for children who take the CRT-ALT:
Short-term Objectives or Benchmarks which are measurable (STOB)
- 30 G1. STOB is present (if no, proceed to next item)

- 60 G2. Is aligned with PLAAFP (meets needs identified in PLAAFP)
- 60 G3. Describes expected level of performance
- 60 G4. Includes how performance will be measured
- 30 H. If student does not participate in Physical Education, specially designed physical education is included in the IEP
Correction: IEP Amendment or new IEP meeting.
- 60 I. Frequency of parent progress reports
Correction: IEP Amendment or new IEP meeting.
- 30 J. IEP considers the results of the most recent ER
Correction: IEP Amendment or new IEP meeting.
- 30 K. IEP team addressed any lack of progress in the general curriculum
Correction: IEP Amendment or new IEP meeting.
- 30 L. The frequency of special education and related services
Correction: IEP Amendment or new IEP meeting.
- 30 M. The location of special education and related services
Correction: IEP Amendment or new IEP meeting.
- 30 N. The date of initiation of special education and related services
Correction: IEP Amendment or new IEP meeting.
- 30 The child's placement:
Correction: IEP Amendment or new IEP meeting.
- O1. is based on the child's IEP
- O2. is as close as possible to the child's home
- O3. is in the school that he/she would attend if nondisabled
- O4. In selecting the LRE, consideration is given to any potential harmful effect on the child or on the quality of services that he or she needs
- 30 P. Supplementary Aids and Services for the student, including modifications or supports for school personnel.
Correction: IEP Amendment or new IEP meeting.
- 30 Q1. The IEP addressed the student's participation in the assessments.
Correction: IEP Amendment or new IEP meeting.
- 30 Q2. The student will participate in the following manner answered.
Correction: IEP Amendment or new IEP meeting.
- 30 R. If student is taking Alternate Assessment, IEP address:
 R1. Why the child cannot participate in the particular assessment
 R2. Why the particular alternate assessment selected is appropriate for the child
Correction: IEP Amendment or new IEP meeting
- 30 S. Extended School Year services were considered
Correction: IEP Amendment or new IEP meeting.
- 30 T. Extended School Year services reconvened meeting
Correction: IEP Amendment or new IEP meeting.
- 60 U. IEP Accessibility and Responsibilities
Correction: IEP Amendment or new IEP meeting.
- V. IEP Team includes:
 Parent(s)
- 30 V1-2. If parent did not attend, records of attempts to arrange mutually agreed on time/place
Correction: Conduct IEP meeting with all required members or document new attempts to have parent attend.
- 30 V3. Written consent for initial and annual placement was obtained prior to placement
Correction: IEP Amendment or new IEP meeting.

- 30 V4. Student, age 15 or older
Correction: Conduct IEP meeting with all required members.
- 30 V5. Administrator
Correction: Conduct IEP meeting with all required members.
- 30 V6. Regular education teacher
Correction: Conduct IEP meeting with all required members.
- 30 V7. Special education teacher or speech and language pathologist
Correction: Conduct IEP meeting with all required members.
- 30 V8. Teacher or specialist with knowledge in the area of suspected disability
Correction: Conduct IEP meeting with all required members.
- 30 W. There was an IEP team member excusal
- X. The excusal documented:
- NA X1. The parent's consent for excusal prior to the IEP meeting
Post monitoring evidence will be required.
- NA X2. The member(s) to be excused
Post monitoring evidence will be required.
- 30 X3. Each excused member provided written input prior to the meeting.
- 30 X4. Copies of the written input from each excused IEP Team member is included in the IEP document.
Correction: Provide written input to parent and file with IEP. Conduct IEP meeting or amend IEP if appropriate.

TRANSITION IEP includes: (Beginning at age 15)

- 30 The IEP contains a secondary transition plan.
Correction: New IEP meeting.
- 30 A. Student was invited to attend the IEP meeting where transition services were discussed.
Correction: New IEP meeting.
- 30 B. The student's desired post-school activities were considered.
Correction: IEP Amendment or new IEP meeting
- 30 C-F. Age appropriate transition assessment was conducted for training, education, employment, and, if appropriate, independent living skills.
Correction: IEP Amendment or new IEP meeting
- 30 G-I. Measurable post-secondary goals related to education or training, employment and, if appropriate, independent living skills.
Correction: IEP Amendment or new IEP meeting
- 30 J. Post-secondary goals are updated annually.
Correction: New IEP meeting
- 30 K. The IEP includes the Courses of Study for at least the duration of the IEP.
Correction: IEP Amendment or new IEP meeting
- 30 L. Needed transition services
Correction: IEP Amendment or new IEP meeting
- NA M. Other agencies were providing transition services prior to graduation
Post monitoring evidence will be required.
- 30 N. IEP team includes representative of other agencies
Correction: New IEP meeting
- 30 O. The district invited (with parent permission) any other agency that is likely to be responsible for providing or paying for transition services
Correction: New IEP meeting
- 30 P. If the agency failed to provide the transition services described in the IEP,

the district reconvened the IEP team to identify alternative strategies.
Correction: IEP Amendment or new IEP meeting

If student is age 17:

- 60 Q1. Student was informed of rights that will transfer at age of majority
60 Q2. Parents were informed of rights that will transfer at age of majority
Correction: IEP Amendment or new IEP meeting

IEP Amendment:

- 60 A. Indicates the date of the IEP being amended
Correction: IEP Amendment or new IEP meeting.
30 B. Indicates what areas of the IEP are being amended
Correction: IEP Amendment or new IEP meeting.
30 C. Copies of changes to IEP are attached
Correction: Letter to parent including copies of changes.
30 D. IEP Amendment was approved by the parent
Correction: Get the signature.
30 E. IEP Amendment was approved by the administrator
Correction: Get the signature.
30 F. IEP Amendment was approved by the special education teacher or the speech/language pathologist
Correction: Get the signature.

STUDENT DOES NOT QUALIFY (DNQ)

- 30 J. (Initial ER) - The results of assessments in all areas related to the suspected disability
Correction: Conduct ER meeting with all required components.

TRANSFER STUDENTS

- 30 A. All transfers
The district implemented the student's IEP
Correction: Complete Transfer Student form correctly; conduct new IEP meeting, amend transfer IEP, or provide documentation of current IEP.
30 B. Out-of-state transfer—the district:
The district determined that the student is eligible in Montana
Correction: Complete Transfer Student form section for eligibility OR conduct Evaluation Report meeting to determine if student meets Montana criteria for initial determination of eligibility.

NA Surrogate Parents
Post monitoring evidence will be required.

30 Private Schools
Correction: Convene team meeting.

30 Aversive Treatment Procedures
Correction: IEP Amendment or new IEP meeting.

NA **Suspension/Expulsion**
Post monitoring evidence will be required.

GRADUATE

NA **A. Missing Graduation Form**
Post monitoring evidence will be required.

60 **B. Missing Summary of Performance**
Correction: Complete Summary of Performance and send to student.

30 **Exited Students**
Correction: Conduct ER meeting with all required components.

30 **Revocation**
Correction: Complete appropriate Revocation form(s).